

Silver Lake Township Municipal Authority
Organizational and Regular Meeting
January 24, 2017

Board Members present: Julie Perlick, Paul Adams, Dale Tifft, Carl Speicher. Also present, Michael Hester, Tom Ankney, Bernadette Kanna and Sandy Brink

Paul Adams called the Organizational Meeting to order at 7:00 pm and made a motion to appoint Carl Speicher as Temporary Chairman, Julie Perlick seconded, approved.

Carl Speicher asked for nomination for Chairman. Dale Tifft made a motion to appoint Paul Adams as Chairman, Julie Perlick seconded, approved.

Carl Speicher made a motion to appoint Julie Perlick as Secretary, Dale Tifft seconded, approved.

Julie Perlick made a motion to appoint Carl Speicher as Treasurer, Dale Tifft seconded, approved.

Julie Perlick made a motion to appoint Dale Tifft as Vice Treasurer, Carl Speicher seconded, approved.

Julie Perlick made a motion to appoint Richard Holgash as Vice Chairman, Carl Speicher, seconded, approved.

Julie Perlick made a motion to appoint Michael Hester as Operator, Carl Speicher seconded, approved.

Julie Perlick made a motion to appoint Milnes as the Engineer, Carl Speicher seconded, approved.

Julie Perlick made a motion to appoint Jon Foster as Solicitor, Carl Speicher seconded, approved.

Julie Perlick made a motion to appoint NBT as the bank and depository, Carl Speicher seconded, approved.

Julie Perlick made a motion for Susquehanna County Independent as the newspaper for advertisements, Carl Speicher seconded, approved.

Julie Perlick made a motion for the monthly meetings to be the 4th Tuesday of each month at 7:00 pm at the township building unless a holiday. The December 2017 regular meeting will be held on Thursday, December 21, 2017 at 7:00 pm at the township building.

Julie Perlick made a motion to table the appointment of the accountant, Carl Speicher seconded, approved.

Julie Perlick made a motion to adjourn the organizational portion of the meeting. Dale Tifft seconded, approved.

Paul Adams called the regular meeting to order at 7:20 pm.

No executive session held.

No Business from the floor.

Kevin Callahan from Site Specific attended the regular meeting at the Board's request. Packets were distributed to the Board Members reflecting pricing updates as well as an excel spreadsheet with the upgrades to date. Paul Adams said there seems to be a wide range in the charges for the upgrade installation. Kevin Callahan explained that there are so many variables with the upgrades – location, amount of wire needed, if conduit is needed, as well as other miscellaneous supplies. Tom Ankney is at the site when an upgrade is being done and said he would like to have more consistent pricing information to pass on to customers. The list of customers with upgrades was reviewed and omitted names were added. Mr. Callahan said it should be easy to identify the new units as they have a black hood. Bernadette Kanna asked how a repair should be handled if it is under warranty. Mr. Callahan said there could be someone from Site Specific in the area and could take a look at the problem; otherwise, the Municipal Authority should invoice Site Specific for any costs. Dale Tift suggested putting procedures in place for warranty repairs.

Tom Ankney asked about the Quaker Lake tank replacement project. Carl Speicher asked Mr. Callahan if Site Specific would give price break on tanks if a large quantity was purchased. It is likely something could be worked out. Bernadette Kanna said she has been in contact with Chris Brown at Community and Economic Development. She reported that he felt the grant for small projects would open again in March. The majority of the tanks at Quaker Lake require Chris Short to actually get in the tank and they are not within OSHA standards. Everything can be accessed from the top with the new tanks.

Carl Speicher reviewed financial reports. Carl Speicher, Dale Tift and Bernadette Kanna reviewed documents via conference call prior to the meeting. Carl Speicher said a capital improvement fund needs to be set up and he will look into what needs to be done to get the fund started. Carl Speicher asked how we would know if there is a problem with one of the lines. Michael Hester said he would know if the pressure changes.

The number of EDU's for each system will be reviewed before the annual billing cycle in May.

Carl Speicher said he is still waiting for a proposal from the accountant.

Julie Perlick made a motion to approve bills as submitted, Carl Speicher seconded, approved.

Tom Ankney gave Coordinator report and said it has been very slow in regard to repairs. The warranty spreadsheet provided by Site Specific will be a help when repair calls come in. He will be able to note if the pump is under warranty.

Bernadette Kanna gave the customer service report. She said the monthly QuickBooks charge is still going on her personal credit card and asked if the Authority would get a credit card for this monthly charge. Carl Speicher said he would stop at the bank to get paperwork for a credit card. Bernadette

Kanna asked for assistance with getting customers with past due accounts to bring their account current. Carl Speicher suggested that she send him some examples of letters to look over.

Michael Hester gave the Operator report and everything is fine. Both systems are in compliance. DMR's have been received. He said the annual report will need to be completed for DEP.

Julie Perlick reviewed the DMR received: Laurel Lake/Pops Hobby lagoon ammonia level is at 1.47 (permit limit is 9.0). Quaker Lake lagoon ammonia level is 0.66 (permit limit is 11.4).

Dale Tift made a motion to approve Milnes Engineering to complete DEP annual report for both lagoons, Julie Perlick seconded, approved.

Bernadette Kanna handed out Ethics Statements for the Board to complete.

As no further business was presented, Dale Tift made a motion to adjourn the meeting, Julie Perlick seconded, approved.